

TO BE UPLOADED ON THE WEBSITE OF SSC ON 25TH AUGUST, 2017

Government of India
Ministry of Personnel, Public Grievances & Pensions
Staff Selection Commission
_____ **Region**

(website_____)

RECRUITMENT NOTICE

ADVERTISEMENT NO. _____

File No. _____

Closing Date: 24TH SEPTEMBER, 2017

**“GOVERNMENT STRIVES TO HAVE A WORK FORCE WHICH
REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE
ENCOURAGED TO APPLY”**

Applications are invited from eligible candidates with Nationality/Citizenship as indicated under Para-6 of this Notice, for the Selection Posts indicated in Para-4 of this Notice. Only those Applications which are successfully filled through the Website <http://ssconline.nic.in> and Print out of Online Applications along with all the required documents received in the concerned SSC Regional Office within the specified time shall be accepted.

2. Candidates should go through the Recruitment Notice carefully before applying for the post and ensure that they fulfil all the eligibility conditions like Age-Limit/Essential Qualifications (EQs)/ Experience/ Category, etc. as indicated in this Notice. Candidature of candidates not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of Applicants shall be purely **PROVISIONAL** at all stages of the recruitment process.

3. All information relating to this recruitment right from the status of application upto the nomination of the selected candidates to the User Department including call letters for Computer Based Mode Examination to the provisionally eligible candidates will be available on the website of Staff Selection Commission, _____ Region i.e. [http: // _____](http://_____). Candidates are advised to visit the said website frequently for the latest information regarding the recruitment process.

NOTE: -CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES AND MOBILE NUMBER IN THE ONLINE APPLICATION AS CORRESPONDENCE MAY BE MADE BY THE COMMISSION THROUGH E-MAIL/SMS. CANDIDATES ALSO HAVE TO REGULARLY VISIT WEBSITE OF SSC -HQs AND CONCERNED SSC-REGIONAL OFFICE FOR EXAMINATION RELATED LATEST UPDATES/INFORMATION.

4. DETAILS/DESCRIPTION OF POSTS:

(i) **POST CATEGORY NO: ____**

A	Name of Post	:	
B	Classification	:	
C	Vacancy	:	
D	Department	:	
E	AGE	:	_____years (Age relaxation is admissible as per Govt. Instructions)
F	Pay Scale	:	
G	Essential Qualifications	:	
H	D.Q.	:	
I	Initial Place of Posting	:	
J	Job Requirement	:	
K	Instruction for PH (PWD Candidates (whether post is identified SUITABLE/NOT SUITABLE for PH (PWD) Candidates along with details of disability admissible)	:	

NOTE-I: THE VACANCIES HAVE BEEN ADVERTISED BY STAFF SELECTION COMMISSION AS PER THE INDENT SUBMITTED BY THE RESPECTIVE INDENTING OFFICES. THE STAFF SELECTION COMMISSION WILL NOT BE RESPONSIBLE FOR WITHDRAWAL/ALTERATION OF THE VACANCIES BY THE INDENTING OFFICES.

NOTE-II: CANDIDATES WHO WISH TO APPLY FOR MORE THAN ONE POST SHOULD APPLY SEPARATELY FOR EACH POST AND PAY THE EXAMINATION FEE FOR EACH POST. THEY MUST ALSO SUBMIT HARD COPY OF APPLICATION FOR EACH POST TO THE REGIONAL OFFICE AS GIVEN IN PARA 8 BELOW

5. ABBREVIATIONS USED:

SSC: Staff Selection Commission; M/o: Ministry of, D/o: Department of, O/o: Office of, Age: Age-limit, EQ: Essential Qualification, DQ: Desirable Qualification, IP: Initial Posting, AISL: All India Service Liability, JR: Job Requirements, UR: Unreserved, GEN: General, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, ExS: Ex-Serviceman, PH (PWD): Physically

Handicapped (Persons with Disabilities), OH: Orthopedically Handicapped, HH: Hearing Handicapped, VH: Visually Handicapped, OA: One arm affected, OL: One leg affected, BL: Both legs affected, PD: Partially Deaf, LV: Low vision, CGCE: Central Government Civilian Employee; NA: Not Applicable; OEA: Other Employed Applicant.

6. NATIONALITY/ CITIZENSHIP

A candidate must either be:

- (a) A citizen of India or
- (b) A subject of Nepal or
- (c) A subject of Bhutan or
- (d) A Tibetan Refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

6.1. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

6.2. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate issued to him by the Government of India is produced by the candidate.

7. EXAMINATION FEE, EXEMPTION FROM PAYMENT OF FEE; AND MODE OF PAYMENT OF FEE:

A. EXAMINATION FEE

Rs. 100/- (Rupees Hundred only) through “SBI Net-Banking, Credit Cards / Debit Cards of all Banks” or through SBI Challan

Fee paid through any other mode will NOT be accepted. Fee once paid will not be refunded under any circumstances. Fee should be paid separately for each category of post applied.

B. EXEMPTION FROM PAYMENT OF FEE:

All Women candidates and candidates belonging to Scheduled Castes, Scheduled Tribes, Physically Handicapped and Ex-Servicemen eligible for reservation, are exempted from paying application fee, as per extant government orders.

8. HOW TO APPLY ONLINE AND MAKE PAYMENT:

- (i) **CANDIDATES WILL HAVE TO APPLY FOR EACH CATEGORY OF POST SEPARATELY AND PAY FEE FOR EACH CATEGORY.**

- (ii) **CANDIDATE MAY NOTE THAT ONLY ONLINE APPLICATIONS WILL BE ACCEPTED AT <http://ssconline.nic.in>. Applications received through any other mode would be summarily rejected.**
- (iii) **Candidates should apply only once for any post. IN CASE OF MULTIPLE APPLICATIONS FOR ANY ONE POST, ALL THE APPLICATIONS WILL BE REJECTED SUMMARILY.**
- (iv) **Procedure for filing online Applications is given in Appendix – I (A).**
- (v) **After filling up the Application Form Online and after making payment of Examination Fee, candidate should take a print out of the Application Form, sign the same, affix a copy of the same photograph used for filling up online application and attach self-attested copies of Certificates/documents in support of age, Essential Qualifications, Experience, where it is prescribed as Essential Qualification, proof of Caste/Category [SC/ST/OBC/PH(PWD)/EXS – in the format as given in the Notice] issued by the Competent Authority and send the same to the Regional Director at the address mentioned below so as to reach the Regional Office within ten days from the closing date i.e. 24TH SEPTEMBER, 2017.**

The Regional Director/Dy. Director (____),
 Staff Selection Commission,
 _____ Region,

- (vi) The information furnished by the candidates in their applications will be verified by the Commission with reference to the original documents after the Computer Based Mode Examination. During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/her candidature will be rejected forthwith. No appeal or representation against rejection of such candidature will be entertained. The candidates should ensure that they have furnished correct information in the application form.

9. CLOSING DATE FOR FILLING UP ONLINE APPLICATION PART IS 24.09.2017 (05.00 P.M). CLOSING DATE FOR MAKING ONLINE PAYMENT IS 24.09.2017 (05.00 P.M).

10. CRUCIAL DATE FOR ESSENTIAL QUALIFICATIONS (EQ) & AGE LIMIT:

- i. Essential Qualifications (EQs) & Age Limit for each Post are mentioned in Para - 4 of this Notice.
- ii. The Crucial Date for determining the possession of ‘**AGE AND ESSENTIAL QUALIFICATION (EQs)/EXPERIENCE**’ will be the closing date for filling up Registration Part/Application part of the application i.e. **24.09.2017**

- iii. Before applying for the post, the candidates must ensure that they possess the **ESSENTIAL QUALIFICATIONS including Experience wherever it is prescribed as Essential Qualification and also meet the Age Limit** as on the crucial date mentioned in Para 10(ii) above.
- iv. For posts where **EXPERIENCE** in a particular field/discipline for a specified period has been indicated as an **ESSENTIAL QUALIFICATION**, the applicants should submit self attested copy of **CERTIFICATE** in support of their claim of possession of Experience in that field/discipline from the **Competent Authority along with the print out of the application, failing which their application shall be rejected.**
- v. If candidates claim that their Educational Qualifications are **EQUIVALENT** to the prescribed Essential Qualifications, it is the responsibility of the candidates to submit the necessary Documents/Certificates (Order/Letter with Number & Date) in support of equivalence, issued by the Government of India or by the Competent Authority from which they obtained the Educational Qualification, failing which their application shall be rejected.
- vi. In respect of Post(s) requiring proficiency in the relevant language as an essential qualification the applicant must have studied that language up to Matriculation level and in case the relevant language is not taught as a subject in Matriculation, the said language must be the mother-tongue of the applicant.

NOTE: As per Ministry of Human Resources Development, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, GOI. Accordingly, unless such Degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.

**11. AGE-LIMIT AND RELAXATION ON UPPER AGE-LIMIT:
AGE LIMIT IS MENTIONED IN PARA-4 AGAINST EACH CATEGORY OF
POST.**

A. PROOF OF AGE

The Date of Birth as recorded in the Matriculation/Secondary Examination Certificate will be accepted by the Commission for determining the AGE and no subsequent request for change will be considered or granted.

B. RELAXATION IN UPPER AGE-LIMIT

Relaxation in upper Age-limit admissible to eligible categories of applicants is given below:

The Relaxation in upper Age-limit is admissible only when the applicants claim the same at **Column No. 12** of the online Application Form and also properly fill the **CATEGORY CODE** at **Column No.12.1** of the online Application Form.

The 'Category CODES', 'CATEGORY' and '**Permissible Age Relaxation beyond the Upper age limit as mentioned at Para-10 of this Notice**' are given below:-

Category- Codes for claiming Age Relaxation as	CATEGORY	Permissible Age Relaxation beyond the Upper age limit
For Group-‘B’ & Group-‘C’ Posts		
01	SC	5 years
02	ST	5 years
03	OBC	3 years
04	PwD	10 years
05	PWD (OBC)	13 years
06	PWD(SC)	15 years
07	PWD(ST)	15 years
08	Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of application.
09	Ex-Servicemen (OBC)	06 years (3 years+3 years) after deduction of the Military service rendered from the actual age as on the closing date for receipt of application.
10	Ex-Servicemen (SC)	08 years (3 years+5 years) after deduction of the Military service rendered from the actual age as on the closing date for receipt of application.
11	Ex-Servicemen (ST)	08 years (3 years+5 years) after deduction of the Military service rendered from the actual age as on the closing date for receipt of application.
For Group ‘B’ Posts		
12	Central Government Civilian Employees (Unreserved / General) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	05 years
13	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	08 (5+3) years
14.	Central Government Civilian Employees (SC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	10 (5+5) years

15	Central Government Civilian Employees (ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	10 (5+5) years
For Group 'C' Posts		
16.	Central Government Civilian Employees (Unreserved / General) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 40 years of age
17	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 43 years of age
18	Central Government Civilian Employees (SC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
19	Central Government Civilian Employees (ST) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
20	Widows/Divorced Women/Women judicially separated and who are not remarried (Unreserved/ General)	Upto 35 years of age
21	Widows/Divorced Women/Women judicially separated and who are not remarried (OBC)	Upto 38 years of age
22	Widows/Divorced Women/Women judicially separated and who are not remarried (SC)	Upto 40 years of age
23	Widows/Divorced Women/Women judicially separated and who are not remarried (ST)	Upto 40 years of age
For Group 'B' & Group 'C' Posts.		
24	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01-01-1980 to 31-12-1989 (Unreserved/General)	5 years
25	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01-01-1980 to 31-12-1989 (OBC)	8 years
26	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01-01-1980 to 31-12-1989 (SC)	10 years
27	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01-01-1980 to 31-12-1989 (ST)	10 years
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (General/ Unreserved)	5 years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC)	8 (5+3) years
30	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC)	10 (5+5) years
31	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (ST)	10 (5+5) years
32	Others	As per Government of India's Orders

NOTE 1: The age relaxation for reserved category applicants is admissible only in the

case of vacancies reserved for such categories. The reserved category applicants, who apply against posts, meant for UR category, will get age relaxation to the extent it is available to UR category candidates.

NOTE 2: Applicants shall check their eligibility for seeking relaxation in Upper Age Limit carefully. If eligible, they are required to fill the correct Age Relaxation Code as applicable to them. In case of filling up of wrong Age Relaxation Code by the applicant in the Application Form, age relaxation allowed at the application stage will be withdrawn and his/her candidature will be considered accordingly.

12. CONDITIONS ON SEEKING FEE CONCESSION, AGE-RELAXATION, RESERVATION, ETC.

A. FOR SCHEDULED CASTES/SCHEDULED TRIBES (SC/ST) APPLICANTS

- i. SC/ST applicants seeking **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc. shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per **FORMAT (Appendix-II)** of this Notice) from **COMPETENT AUTHORITY (APPENDIX-I)** of this Notice) certifying that their Sub-Castes/Communities are approved by the Government of India under SC & ST Category on or before the closing date of receipt of applications otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.

B. FOR OTHER BACKWARD CLASSES (OBC) APPLICANTS

- i. OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time, seeking **AGE-RELAXATION, RESERVATION** etc. **shall invariably submit, along with the print out of their Application Forms,** the requisite Certificate as per **FORMAT (Appendix-III)** of this Notice). A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of applications. Candidates may also note in respect of the above that, their candidature will remain provisional till the veracity of the concerned document is verified by the **Appointing Authority**. Candidates are warned that they may be debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/ExS/PH (PwD) status.
- ii. **The closing date for receipt of application as mentioned at Para-9 of the Notice will be treated as the date of reckoning for Non-Creamy Layer status of applicants under the OBC category.**

C. FOR PHYSICALLY HANDICAPED (PH) (PERSONS WITH DISABILITIES) [OH / HH/ VH] APPLICANTS:

Whether the post is identified suitable for Physically Handicapped persons or not and the nature of disability admissible is indicated against each category of post. Physically Handicapped Candidates should apply only for posts for which they are eligible.

- i. Only the PH (PwD) persons having 40% or above disability are eligible for **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc.
- ii. They shall invariably submit, along with the print out of their

Application Forms, the requisite Certificate as per FORMAT [Appendix-VI (Form-II)/(Form-III)/(Form-IV)] of the Notice, otherwise, their claim for PH (PWD) status will not be entertained.

D. SPECIAL INSTRUCTION FOR THE PH CANDIDATES:

- a. Persons with visual disability of less than forty percent will not be treated as Visually Handicapped candidates. Visually Handicapped (VH) candidates with visual disabilities of **forty percent** and above and candidates suffering from Cerebral Palsy can avail the assistance of a SCRIBE to be provided by the Commission in the Computer Based Examination subject to such requests being made to the Commission while filling up the application form. Candidates suffering from Cerebral Palsy will also be provided with the facility of Scribe and compensatory time at par with VH candidates. Question Papers and Answer Sheets will not be provided in BRAILLE. Visually Handicapped (VH), including blind and partially blind, candidates with visual disability of **forty percent** and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VH/Cerebral Palsy candidates will be allowed inside the examination premises. In addition, the orthopedically handicapped candidates (other than a candidate afflicted by Cerebral Palsy) who has a locomotor disability(40% or more) wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the medical certificate submitted by the candidate), such candidates can also avail the assistance of a Scribe and a compensatory time of 20 minutes per hour in the examination, subject to such requests being made in the application form.
- b. **Provision of Compensatory Time:** The Visually Handicapped candidates and candidates suffering from Cerebral Palsy, Locomotor candidates as mentioned above in para 12 D(a), will be allowed compensatory Time in the examination, as per the decision of the Commission.

E. SPECIAL INSTRUCTIONS FOR THE EX-SERVICEMEN APPLICANTS:

- (i) ExS applicants seeking for **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc. shall invariably submit along with the printout of their Application Forms, the requisite Certificate as per FORMAT (**Appendix-V** of this Notice) from COMPETENT AUTHORITY (APPENDIX-I of this Notice) and also submit a Declaration as per FORMAT [**Appendix-V(A)** of this Notice] otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.
- (ii) For any serviceman of the three Armed Forces of the Union to be treated as ExS for the purpose of securing the benefits of reservation etc.; he/she must have already acquired, at the relevant time of submitting his/her application for Post/Service, the status of EXS and/or is in a position to establish his/her acquired entitlement by documentary evidence from the COMPETENT AUTHORITY that he/she would complete specified term of engagement with the Armed Forces within the stipulated period of ONE YEAR from the closing date of receipt of applications as stipulated at Para-9 of this Notice, or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

F. EX-SERVICEMAN: An Ex-Serviceman means a person

- i. who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and
 - a. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his/her pension; or
 - b. who has been relieved from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
 - c. who has been released from such service as a result of reduction in Establishment;

OR

- ii. who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army, namely pension holders for continuous embodied service or broken spells of qualifying service;

OR

- iii. Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;

OR

- iv. Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

OR

- v. Gallantry award winners of the Armed Forces including personnel of Territorial Army;

OR

- vi. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

G. The period of 'Call up Service' of an ExS in the Armed forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.

- i) A Matriculate Ex-Serviceman (includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service on the closing date of receipt of applications as stipulated in **Para-9** of this Notice with Armed Forces of the Union shall be considered eligible for appointment to the Group 'C'. Posts. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on the closing date of receipt of applications as stipulated at Para-9 of this Notice shall not be treated as a deemed graduate applicant.

Further, as per extant guidelines of Department of Personnel and Training deemed graduation of Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force on completion of 15 years in Armed Forces is not applicable for Group 'B' posts.

- ii) As per Department of Personnel & Training's O.M. No. 36034/6/90-Estt-SCT Dated 24.4.92, such EXS applicants who have already secured employment under the Central Govt. in civil side after availing of the benefit given to them as ExS for their re-employment, are eligible for age-relaxation prescribed for ExS for securing another employment in a higher grade, but will not be eligible for the benefit for reservation for the ExS for securing another employment in a higher grade. They will also not be eligible for fee concession admissible to EXS. Such ExS would have to pay the requisite fee for this recruitment. However, as per the Department of Personnel & Training's O.M. No. 36034/1/2014-Estt- (Res.) dated 14.08.2014, the Govt. of India has now decided that if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-servicemen for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex- servicemen.

H. INSTRUCTIONS FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) APPLICANTS

- i. Central Govt. Civilian Employees should have rendered not less than 3 years continuous service on a regular basis (and not on ad hoc basis) as on the closing date of receipt of applications as mentioned at Para-9 of the Notice and should remain in Central Government Service holding civil post in any Department/Offices of Government of India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.
- ii. For claiming the benefit of age relaxation they shall invariably submit along with the printout of their Application Forms, the requisite Certificate as per FORMAT (**Appendix-IV** of this Notice) from the COMPETENT AUTHORITY (**APPENDIX-I** of this Notice) and also submit a Declaration [**Appendix-IV(A)** of this Notice] otherwise their claims for age-relaxation shall not be considered.
- iii. Central Government Civilian Employees applying for any post shall invariably submit along with the print out of their Application Forms, a Declaration [Appendix-IV (A) of this Notice] that they have intimated their Office. Further, they would require to furnish NO OBJECTION CERTIFICATE from their EMPLOYER at the time of

VERIFICATION OF DOCUMENTS, failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process.

Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for appearing in the examination, their applications shall be *rejected and candidature shall be cancelled.*

13. DOCUMENTS VERIFICATION:

- (a) Applicants must submit **Self Attested legible Copies** of all their Certificates/Documents, along with the print out of their Applications, in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH (PwD)/ExS – in the format as given in the Notice] from the Competent Authorities, otherwise their candidature is liable to be rejected at any stage of the recruitment process.
- (b) They shall be in a position to produce all the ORIGINAL CERTIFICATES/DOCUMENTS in support of the information given in their Application Forms at the time of **VERIFICATION OF DOCUMENTS after the Computer Based Examination**, failing which their candidature is liable to be cancelled at that very stage or at any subsequent stage.
- (c) **Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/PH(PwD)/ExS/C.G.C.E. Status or submit false Certificates/Documents/Mark Sheets claiming reservation / age relaxation admissible to these categories or in support of Essential Qualification/Experience/Age-proof.**

14. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:

APPLICATIONS / CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/REJECTED AT ANY STAGE OF THE RECRUITMENT PROCESS IN THE EVENT OF ALL OR ANY OF THE FOLLOWING:

- i. Applications being incomplete.
- ii. Any variation in the Signatures.
[All the **SIGNATURES** (in **FULL NOT IN SHORT**) done on the Print out of the Application Form and also on other Documents must be THE same.]
- iii. Application without CLEAR and LEGIBLE PHOTOGRAPH.
- iv. Non-payment of Examination Fees, if not otherwise exempted.
- v. Fee not paid as per instructions.
- vi. Under aged/over aged candidates.
- vii. Non forwarding of **Self Attested legible Copies** of all the relevant Certificates/Documents issued by the competent authority, along with the print out of Application Forms, in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH(PwD)/ExS].

- viii. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
- ix. Incorrect information or misrepresentation or suppression of material facts.
- x. Non-receipt / Late receipt of the printout of the Application Form along with self-attested copies of the relevant documents.
- xi. For carrying mobile phones / accessories in the Examination premises/Hall.
- xii. Any other irregularity.
- xiii. Non-production of Original Certificates at the time of Verification of Documents

Note: I. CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ANY OTHER COMMUNICATION DEVICES INSIDE THE EXAMINATION PREMISES/HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DEBARMENT FROM SSC'S FUTURE EXAMINATIONS WITHOUT PREJUDICE TO INITIATION OF CRIMINAL PROCEEDINGS AGAINST THE CANDIDATES.

Note II. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THOSE SPECIFIED ABOVE, SUCH AS BOOKS, NOTES AND LOOSE SHEETS, MOBILES AND ANY OTHER ELECTRONIC GADGGETS ETC. INTO THE EXAMINATION HALL.

15. SELECTION PROCEDURES:

- (a) The Government has dispensed with Interviews for Junior Level Posts. Accordingly, recruitment to Selection Posts will be made through Written Examination in Computer Based Mode consisting of Objective Type Multiple Choice Questions.
- (b) Candidates will be shortlisted for Computer Based Examination based on the percentage of marks in Essential Qualifications as indicated by them in their application. **Candidates will be shortlisted in the ratio of 1:50, i.e. 50 candidates for every vacancy**, subject to availability of sufficient number of eligible candidates. Candidates will be shortlisted by applying suitable cut off in the percentage of marks, in multiples of five. The number of candidates shortlisted may be slightly more or less due to the criteria of applying cut off in multiples of five.
- (c) For the purpose of shortlisting of candidates for Computer Based Examination, the Commission will follow the yardstick adopted by the University/Institution and take into account the percentage of marks as indicated in the Final Year Marks Statement. The Commission will not take the responsibility of working out the percentage of marks by adding up the marks secured by the candidates in different subjects/each year of Graduation and instead take into account the percentage of marks / CGPA as indicated in the Final Year Marks Statement.
- (d) Where the Merit of the candidate is indicated in the Final Year Marks Statement in CGPA without indicating the corresponding percentage of marks, the Commission will follow the criteria indicated by the University/Institution in the Certificate, if any, for arriving at the corresponding percentage. In all other cases, the Commission will apply the conversion formula of CGPA (as indicated in the Final Year Marks Statement) multiplied by (x) 9.5.
- (e) The criteria followed by the Commission in shortlisting candidates will be final. No appeal or representation will be entertained against such Shortlisting criteria.

- f) The information furnished by the candidates in their applications will be verified by the Commission with reference to their original documents after the Computer Based Examination. During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/her candidature will be rejected forthwith. No appeal or representation against such rejection of candidature will be entertained. The candidates should ensure that they have furnished correct information in the application form.

16. SCHEME OF EXAMINATION:-

- (i) There will be three separate Computer Based Examinations consisting of Objective/Multiple Choice Questions, for posts with minimum Educational Qualification of Matriculation, Higher Secondary and Graduation & above levels. The details of subjects for Questions, marks and number of Questions subject-wise are given below:-

<i>Subject</i>	<i>No. of Question</i>	<i>Maximum Marks</i>	<i>Total Duration/Timing</i>
General Intelligence	25 questions	50	60 Minutes (Total) For VH/OH (afflicted by Cerebral Palsy and locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidates). (Pl. see Para 12 (C) & (D) of notice).-80 Minutes
English Language (Basic Knowledge)	25 questions	50	
Quantitative Aptitude (Basic Arithmetic Skill)	25 questions	50	
General Awareness	25 questions	50	

There will be negative marking of 0.50 marks for each wrong answer.

Answer Keys will be placed on the Commission's website after the Examination. Candidates may go through the Answer Keys corresponding to their Test Form and submit representations, if any within the time limit given by the Commission through on-line modality only, on payment of Rs.100/- per answer. Any representation regarding Answer Key received within the time limit fixed by the Commission at the time of uploading of the Answer Key will be scrutinized and the decision of the Commission in this regard will be final. No representation regarding Answer Keys shall be entertained afterwards.

- (ii) **Indicative Syllabus for written examination:**

(a) Matriculation level

General Intelligence: It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

English Language : Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.

Quantitative Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

NOTE: For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

(b) 10+2 (Higher Secondary) level

General Intelligence: It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations.

English Language: Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Quantitative Aptitude: Arithmetic: Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work. Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations. Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles. Mensuration: Triangle, Quadrilaterals, Regular

Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin^2\theta + \cos^2\theta = 1$ etc., Statistical Charts : Use of Tables and Graphs: Histogram, Frequency polygon, Bar- diagram, Pie-chart

General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially 10 pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research. For VH candidates of 40% and above visual disability and opting for SCRIBES there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / Quantitative Aptitude.

(c) Graduation and above levels:-

General Intelligence: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern –folding & un-folding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

English Language: Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested. The questions in Parts A, B, & D will be of a level commensurate with the essential qualification viz. Graduation and questions in Part C will be of 10th standard level.

Quantitative Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with

triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart

General Awareness: Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

NOTE-1: The Commission shall have the discretion to fix different minimum qualifying standards in each component of the Examination taking into consideration among others, category-wise vacancies and category-wise number of candidates.

- (iii) Skill Tests like Typing/Data Entry/Computer Proficiency Test, etc., where prescribed in the Essential Qualification, will be conducted, which will be of a qualifying nature.
- (iv) **Final Merit List will be drawn on the basis of performance in Computer Based Examination.**

17. Resolution of TIE CASES.

In case two or more candidates secure equal marks in the Computer Based Examination, the tie will be resolved by the following procedure:

- i. On the basis of date of birth with the older candidate being placed higher in merit.
- ii. Alphabetical Order of first names of the candidates.

18. IMPORTANT NOTE: Computer Based Examination for Selection Posts will be held only in Regional Head Offices (HOs)/Cities/Centres and the Commission reserves the right to call candidates to any of the identified Centres for the Examination. The Commission's decision regarding allotment of Examination Centre shall be final and no request/appeal will be entertained for change of Centre.

19. RECOMMENDATION FOR APPOINTMENT

- i. The Commission will have the full discretion to fix separate minimum qualifying marks in Computer Based Examination/Skill Test, wherever applicable, for each category of candidates [viz. SC/ST/OBC/PH(PwD)/ExS/General (UR)].
- ii. After the Examination and Skill Test, wherever applicable, the Commission will draw up the Merit List, on the basis of the marks obtained by the candidates in the Computer Based Examination. Based on the position in the Merit List, candidates equal to the number of vacancies advertised will be recommended for appointment, subject to their obtaining the minimum qualifying cut-off marks prescribed by the Commission for different categories of candidates.

- iii. SC, ST and OBC candidates, who are selected on their own merit without relaxed standards (i.e. relaxation in age limit and short listing criteria), will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be adjusted against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies, if any advertised, will be filled up separately from amongst the eligible SC, ST and OBC candidates on relaxed standards fixed for their respective categories.
- iv. A PH (PwD) candidate who meets the standards fixed for candidates of his/her respective category without availing relaxation in selection and in short listing criteria fixed for such categories, will be recommended against an unreserved vacancy, provided the post is identified suitable for persons with that particular category of disability.
- v. An Ex-Serviceman or PH (PwD) category candidate who qualifies on the basis of relaxed standards will be considered against vacancies reserved for them only.
- vi. Insofar as cases of Ex-Serviceman/PH candidates are concerned, age relaxation is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.
- vii. Success in the examination confers no right of appointment unless the Government is satisfied, after such enquiry/verification of documents, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/post.

20. In pursuance of the Government's initiative of increasing access of the unemployed to job opportunities, the Regional Offices of the Commission will upload on their websites, the details of the non-selected candidates applied for different posts, who meet the minimum qualifying cut off marks prescribed for different categories of candidates, along with the marks secured by them in the qualifying Examination. The objective is that other private/public agencies, if they so desire, can use the data for making recruitment to posts in their organisations. For this purpose, the candidates will have to exercise their option in the online application form. Data of candidates who opt out of the disclosure scheme would not be placed on the website.

21. NO PERSON

- a. who has entered into or contracted a marriage with a person having a spouse living; or
- b. who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service, Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

22. GOOD MENTAL AND BODILY HEALTH OF CANDIDATE

A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/her duties as an Officer of the service. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

Note : In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilisation Medical Board of the Defence Services will be considered adequate for the purpose of appointment.

23. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

- (i) Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.
- (ii) Without prejudice to criminal action/debarment upto 3 years from Commission's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:-
 - i. In possession of mobile phone and/or accessories and other electronic gadgets are strictly not allowed in the Examination Lab, whether in use or in switched off mode.
 - ii. Involved in malpractices.
 - iii. Using unfair means in the examination hall.
 - iv. Obtaining support for his / her candidature by any means.
 - v. Impersonate/ Procuring impersonation by any person.
 - vi. Submitting fabricated documents or documents which have been tampered with.
 - vii. Making statements which are incorrect or false or suppressing material information.
 - viii. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
 - ix. Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.
 - x. Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the Examination.
 - xi. Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.

24. CANVASSING

Canvassing in any form will disqualify the applicant.

25. COMMISSION'S DECISION FINAL

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and selection will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

26. JURISDICTION OF COURTS/TRIBUNALS

ANY DISPUTE IN REGARD TO THIS RECRUITMENT WILL BE SUBJECT TO COURTS/TRIBUNALS HAVING JURISDICTION OVER THE PLACE OF THE _____ OFFICE OF THE STAFF SELECTION COMMISSION i.e. THE COURTS / TRIBUNALS AT.....

Sl. No.	Appendix No.	Caste/ Community / Category/	Competent Authority
1.	APPENDIX-I(A)	Instruction for Filling up online Application Form / Instructions For Filling up the Application	
2.	APPENDIX-II	SC/ST	i. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ Dy. Collector/1 st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Extra-Assistant Commissioner/ Taluka Magistrate/Executive Magistrate.
			ii. Chief Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
			iii. Revenue Officers not below the rank of Tehsildar.
			iv. Sub-Divisional Officers of the area where the applicant and or his family normally resides.
		Note :	ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.
3.	APPENDIX-III	OBC	District Magistrate / Deputy Commissioner etc.
4.	APPENDIX-IV	CGCE	Head of Office or Head of Department
5.	APPENDIX-IV(A)	EA/ CGCE	Applicants themselves
6.	APPENDIX-V	EXS	Commanding Officer
7.	APPENDIX-V(A)		Applicants themselves
8.	APPENDIX-VI	FORM-II	Members/Chairperson of Medical Board & Counter signed by the Medical Superintendent/CMO/Head of Hospital
		FORM-III	
		FORM-IV	

Procedure/Instructions for Registration/ Online Submission of Application & General Important
Instructions to Candidates

1. To apply for Selection Posts, candidates are required to register themselves on <http://ssconline.nic.in>. Candidates may register once and can apply for any Recruitment Examination advertised by SSC.
2. Candidates should read the instructions given in the Notice of Examination carefully before filling up the Online Registration Form/ Application Form.
3. After reading the instructions candidates should move to the Registration Part and fill up the online Registration Form.
4. In the Registration Part, candidates will have to fill in basic information relating to them. On submission of details, candidates shall be prompted to check the details and make, corrections, if any, before submitting the Form.
5. Candidate should provide all the required details while filling up the Online Registration/Application Forms. Mandatory fields are marked with * (asterisk) sign.
6. On submission of the Registration Form, a page with Registration ID and password will appear. **Note down the Registration ID and password and keep them safely. This would be your permanent Registration ID & Password which would be required to apply for Selection Posts as well as for any other Recruitment Examination of the Commission.**
7. After submission of the Registration Form, candidate should upload his/her latest colour photograph of the stipulated size and signature.
8. The signature and photograph must be uploaded in jpg format. The digital size of the signature file must be more than 1 KB and less than 12 KB. The digital size of the file of the photographs must be more than 4 KB and less than 20 KB.
9. The Registration becomes complete only after the photograph and signature are uploaded by the candidate.
10. After completion of the Registration Part the candidates should proceed to fill up the Online Application Form.
11. Candidates already registered can directly log into the system and proceed to fill up the Application Form.
12. Candidates should read the instructions in the Notice carefully before filling up the Online Application Form.
13. In case, there is any discrepancy in 'One time registration' data filled by the candidate, photograph / signature, etc., 'One time Registration' data may be suitably edited before proceeding to fill online application form. The commission allows editing of information like name, father's name, mother's name, date of birth, gender and matriculation roll number only once after Registration. Therefore, these fields **MUST BE ENTERED / EDITED VERY CAREFULLY**. Other fields in the 'One Time Registration' can be edited once before every examination but prior to submission of Application for Examination. **SUCH EDITING IS ALLWED BEFORE SUBMISSION OF APPLICATION. ONCE THE APPLICATION HAS BEEN SUBMITTED, NO CHANGE IN 'One Time Registration' and Application data will be allowed.**
14. The facility of on-line application (including payment of fees through debit/credit card of all Banks) will be available **from 25.08.2017 to 24.09.2017 (5.00 PM)**. Candidates, who wish to make the payment through challan of SBI, may make the payment at designated branches of SBI within the working hours of bank **upto 27.09.2017** provided the Challan has been **generated** by them **before 5.00 PM of 24.09.2017**. The **Challan generation facility** will be available **upto 24.09.2017 (05:00 PM) only**.
15. Request for change/correction in the Application Form shall not be entertained under any circumstances.

16. **The application form without photograph/signature or with Blurred photograph/signature or incomplete in any manner will be rejected.**
17. Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of Application Form is shown 'Incomplete' and this information is printed on the top of the Application Form. Further, such status can be verified at 'Check your Application Status Here' tab provided at <http://www.ssconline.nic.in>. **Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.**
18. THE CANDIDATES MUST WRITE THEIR NAME, DATE OF BIRTH, FATHER'S NAME AND MOTHER'S NAME STRICTLY AS GIVEN IN THE MATRICULATION CERTIFICATE OTHERWISE THEIR CANDIDATURE WILL BE CANCELLED AT THE TIME OF DOCUMENT VERIFICATION OR AS AND WHEN IT COMES INTO THE NOTICE OF THE COMMISSION.
19. Only the Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will be accepted as proof of date of birth.
20. No admission certificates for aforesaid examination will be issued by post. Candidates are required to download admission certificate for the examination from the website of concerned Regional/Sub-Regional Offices.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Castes or the Scheduled Tribes should submit in support of his claim a Self Attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parents) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only Self Attested photocopies of such certificates and not any other Self Attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ Of village/town/* in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Caste/Scheduled Tribe* under:-
The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Caste) Union Territories order, 1951 * _____ The
Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order,1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*. The
Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962. The
Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@. The
Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991 @
The Constitution (ST) orders (Second Amendment) Act, 991 @
The Constitution (ST) orders (Amendment) Ordinance 1996
The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002
The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002
The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/mother _____ of _____

Shri/Shrimati/Kumari* _____ who
of village/town* _____ in District/Division* _____ of
the State/Union Territory* _____
belongs to the _____ Caste/Tribe which is recognized as a Scheduled
Caste/Scheduled Tribe in the State/Union Territory* issued by
the _____ dated _____.

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in
village/town* _____ of _____ District/Division*
_____ of the State/Union Territory of _____

Place _____

Date _____

Signature _____

** Designation.....

(with Seal of Office)

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**** List of authorities empowered to issue Caste/Tribe Certificate Certificates:**

- i. District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commissioner/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
- ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officers of the area where the applicant and or his family normally resides.

Note:- ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.

(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari _____ Son/ Daughter
of _____ of village/town _____ in
District/Division _____ in the _____ State/Union Territory

_____ Belongs to the _____ Community which is recognized as a
backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution
dated _____*.
No. _____

and/or his/her family ordinarily reside(s) in
Shri/Smt./Kumari _____
District/Division of the _____
the _____

State/Union Territory. This is also to certify that he/she does not belong to the persons/sections of (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993**.

Date _____

District Magistrate /
Deputy Commissioner etc.

Seal of Office

*- The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC

**-. As amended from time to time.

Note: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

APPENDIX – IV

FORMAT OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) SEEKING AGE-RELAXATION (Letter Head of the Organisation)

(To be filled by the Head of the Office or Department in which the candidate is working).

[Please see Para-12(H) of the Notice]

It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of ----- in the pay scale of ` _____ with 3 years regular service in the grade as on _____.

Signature _____
Name & Designation _____

Office seal

Place:

Date :

(*Please delete the words, which are not applicable.)

APPENDIX-IV(A)

DECLARATION TO BE SUBMITTED BY ALL THE EMPLOYED APPLICANTS INCLUDING CGCE DECLARATION

[Please see Para- 12(H) of the Notice]

I declare that I have already informed my Head of Office/Department in writing that I have applied for this examination and no vigilance is either pending or contemplated against me as on the date of submission of application.

I further submit the following information:

Date of Appointment :
Holding present Post & Pay Scale :
Name & Address of Employer with :
Tel. No./FAX/E-mail

Place & Date:

**Full Signature of the applicant*

**FORMAT OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL
(Letter Head of the Organisation)
[Please see Para-12(E) & (F) of the Notice]**

I hereby certify that, according to the information available with me (No.)..... (Rank)
(Name)..... is due to complete the specified term of his engagement with
the Armed Forces on the (Date).....

Signature of Commanding Officer
Office Seal:

Place:
Date:

APPENDIX – V(A)

**DECLARATION TO BE GIVEN BY THE EXS APPLICANT
[Please see Para-12(E) & (F) of the Notice]**

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a. Date of appointment in Armed Forces :
- b. Date of discharge :
- c. Length of service in Armed Forces :
- d. My last Unit / Corps :
- e. **Details of Re-employment, if any.** :

Place & Date:

**Full Signature of the applicant*

**DISABILITY CERTIFICATE
(IN CASE OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS
OF LIMBS AND IN CASES OF BLINDNESS)
(See Rule 4)**

<p>(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)</p>	<p>Recent Pass Port size Attested Photograph (Showing face only) of the person with disability</p>						
<p>Certificate No.----- Date:-----</p>							
<p>This is to certify that I have carefully examined Shri/Smt./ Kum. _____ son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YY) Age _____ years, Male/Female _____ Registration No. _____ permanent resident of Home No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that (A) he/she is a case of:</p> <ul style="list-style-type: none"> • locomotor disability • blindness <p>(Please tick as applicable)</p> <p>(B) the diagnosis in his/her case is _____</p> <p>(A) He/She has _____% (in figure) _____ percent(in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines(to be specified).</p> <p>2. The applicant has submitted the following document as proof of residence:-</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Nature of Document</th> <th style="width:30%;">Date of Issue</th> <th style="width:40%;">Details of Authority issuing Certificate</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Nature of Document	Date of Issue	Details of Authority issuing Certificate			
Nature of Document	Date of Issue	Details of Authority issuing Certificate					
<p>Signature/Thumb impression of the person in whose favour disability certificate is issued.</p>	<p>(Signature and Seal of Authorised Signatory of notified Medical Authority)</p>						

**DISABILITY CERTIFICATE
(IN CASE OF MULTIPLE DISABILITIES)
(See Rule 4)**

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)	Recent Pass Port size Attested Photograph (Showing face only) of the person with disability			
Certificate No.-----	Date:-----			
<p>This is to certify that I have carefully examined Shri/Smt./ Kum. _____ Son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YY) Age _____ years, Male/Female _____ Registration No. _____ permanent resident of Home No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that :</p>				
<p>(A). He/She is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:</p>				
S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical impairment/ mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental-illness	X		
<p>(Please strike out the disabilities which are not applicable) (@ e.g. Left/Right/both arms/Legs) (# e.g. Single eye/both eyes) (£ e.g. Left/Right/both ears.)</p>				
<p>(B). In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified) is as follows:- In figures: _____ percent In words:- _____ percent.</p>				
<p>2. This condition is progressive/non progressive/likely to improve/not likely to improve. 3. Reassessment of disability is: (i). not necessary Or (ii). is recommended/after _____ years _____ months, and therefore this certificate shall be valid till ____/____/____ (DD/MM/YY)</p>				
4. The applicant has submitted the following document as proof of residence:-				
Nature of Document	Date of Issue	Details of Authority issuing Certificate		
5. Signature and Seal of Medical Authority				
Name and Seal of Member	Name and Seal of Member	Name and Seal of Chairman		
Signature/Thumb impression of the person in whose favour disability certificate is issued.				

DISABILITY CERTIFICATE
(IN CASES OTHER THAN THOSE MENTIONED IN FORM-II AND FORM-III)
(See Rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)	Recent Pass Port size Attested Photograph (Showing face only) of the person with disability
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Certificate No.-----

Date:-----

This is to certify that I have carefully examined Shri/Smt./ Kum. _____ son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YY) Age _____ years, Male/Female _____ Registration No. _____ permanent resident of Home No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/She is a Case of _____ **disability**. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities (to be specified) and is shown against the relevant disability in the table below:-

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

(@ e.g. Left/Right/both arms/Legs)(# e.g. Single eye/both eyes)(£ e.g. Left/Right/both ears.)

2. This condition is progressive/non progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i). not necessary

Or

(ii). is recommended/after _____ years _____ months, and therefore this certificate shall be valid till ____/____/____(DD/MM/YY)

(@ e.g. Left/Right/both arms/Legs)(# e.g. Single eye/both eyes)(£ e.g. Left/Right/both ears.)

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of Authority issuing Certificate

(Authorised Signatory of notified Medical Authority)
(Name & Seal)

(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificates issued by a medical authority who is not a permanent servant(with seal)

Signature/Thumb impression of the person in whose favour disability certificate is issued.
